



Turtle Dove Cambridge Community Interest Company

Compassionate Leave Policy

Reviewed: May 2025

Review due: January 2026

Purpose

Compassionate leave is designed to help a member of staff where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill.

Entitlement

Employees are entitled to take paid compassionate leave of up to 10 days in any 12-month period in respect of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

Turtle Dove Cambridge (TDC) may exercise its discretion to grant paid compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case.

A member of staff who is unable to return to work following a period of compassionate leave should contact their line manager. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.

Requesting compassionate leave

TDC recognises that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to your line manager. You should tell them the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact your line manager as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.

In exceptional circumstances we may have to refuse a request for compassionate leave. If so your line manager will give you a written explanation for the refusal.

If you are dissatisfied with this decision you may make a complaint under our Grievance Procedure within 7 days of receipt of the written reasons for refusal.

Parental bereavement leave

Where the bereavement is related to the loss of your child, your adopted child, or a stillbirth after 24 weeks of pregnancy, you are entitled to two week's leave irrespective of your length of service. You will also qualify for two week's leave if you are the partner of a bereaved parent or you have day-to-day responsibility for the child.

Parental bereavement leave can be taken in one or two blocks of a week within 56 weeks of the bereavement. No notice is required if the leave is taken within 56 days of the bereavement, thereafter at least one week's notice must be given.

Employees with 26 weeks continuous service and normal weekly earnings in the eight weeks up to the week before your bereavement of at least the lower earnings limit will be entitled to paid leave at the statutory rate and those without the required service will be entitled to take the leave unpaid.